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4 June 1952

AGENDA

FOR

CAREER SERVICE COMMITTEE

28th Meeting, Thursday, 5 June 1952, 4:00 P.M. - Room 223, Admin. Bldg.

1. Consideration of minutes of 27th meeting of 22 May (attached).
2. Consideration of draft of Final Report to the Director. (previously distributed)

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4 June 1952

MINUTES OF 27th CAREER SERVICE COMMITTEE MEETING

22 May 1952 - 4:00 P. M.

Present: Walter Reid Wolf - Deputy Director (Administration)  
Matthew Baird - A/AD/P and Director of Training  
Kingman Douglass - AD/OCI  
[REDACTED] - Executive Secretary

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1. The minutes of the 25th meeting of 8 May and the 26th meeting of 15 May were approved as distributed. (See, however, next paragraph).

2. After full discussion on the complexities and difficulties of handling the problems of assessment, the Committee agreed to reverse its approval, in part, of the Report on Trainees (approved at the 26th meeting on 15 May) so as to eliminate recommendations n., o. and p. which have to do with assessment. They also agreed to revise language elsewhere in the Report so as to be consistent with the policy that whatever administrative unit of CIA might be responsible for assessment would be free to handle the problem untrammelled by specific recommendations of the Committee.

3. The Committee briefly considered the age and grade study and decided that this was primarily a matter for the Assistant Director (Personnel) to develop. (See attached). The Committee also suggested that studies be made on the amount of time-in-grade - minimum, average and maximum - in anticipation of the development of an Agency-wide promotion policy.

4. The Committee approved the establishment of a Working Group on Honor Awards and assigned to the Working Group specific problems. (See attached).

5. The Committee noted the final proof of the Personnel Evaluation Report and the plans for its implementation. No action was required.

6. The Committee revised its previous approval of the "Selection and Training of Professional Trainees". (See above).

7. The Committee noted the final edition of the "Organization, Relationships and Functions of the Career Service Boards" as approved at the 25th meeting on 8 May.

8. The Committee directed the Executive Secretary to prepare a draft of the final report to the Director and agreed to meet next on 5 June.

9. The Committee adjourned at 5:05 P. M.

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21 May 1952

AGE-GRADE REPORT

It is recommended:

1. That an up-to-date tabulation of age-grade data similar to that contained in "Distribution of GS & FSS Personnel by Age and Grade" (as of 31 January 1952) be made as of 31 May 1952.

2. That this data be broken down into the following categories:

- a. Male
- b. Female
- c. Total

3. That such a report be made hereafter on a semi-annual basis as of 31 May and 30 November, tied in with the total strength reports as of these dates. (These dates are selected in order that the report shall not conflict with Fiscal Year and Calendar Year reports).

4. That on the basis of data contained in "Distribution of GS & FSS Personnel by Age and Grade" (Paragraph 1, above), the Executive Inventory, approved by the Career Service Committee on 8 May, tentatively be modified to include the following personnel, and that it be revised semi-annually to conform to the semi-annual Age-Grade Report;

Totals as of  
31 January 1952

All GS-18  
All GS-17  
All GS-16  
All GS-15

All GS-14 under 35  
All GS-13 under 30  
All GS-12 under 30  
All GS-11 under 25  
All GS-10 under 25  
All GS-9 under 25  
All GS-8 under 25  
All GS-7 under 25

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TOTAL

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